



## JOB POSTING

### UNCLASSIFIED APPOINTMENT (UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

**POSTING NUMBER:** HR-0038 **ISSUE DATE:** May 13, 2016  
**TITLE:** Auditor 3 **CLOSING DATE:** May 18, 2016  
**DIVISION / UNIT:** Sandy Recovery Division **SALARY RANGE:** R26: \$64,677.09 - \$92,011.89  
**LOCATION:** 101 South Broad Street  
Trenton, NJ  
**POSITIONS:** 1 **DISTRIBUTION:** Department

**DESCRIPTION OF MAJOR DUTIES:** Under direction of the Assistant Division Director, conducts complex internal and external audits of a high-level of difficulty related to Community Development Block Grant-Disaster Recovery (CDBG-DR) program funds. Apply knowledge of specialized audit procedures and requirements related to billions of dollars in Federal disaster recovery funds. Responsible for auditing and/or investigation tasks to determine compliance with federal and state regulations pertaining to Sandy Recovery funds. Conducts audits of financial transactions and records to ensure accuracy and legitimacy of transactions. Prepare Standard Operating Procedures for Compliance review and approval of RREM applicant close outs. Coordinate returned RREM applicant files with Operations and/or RREM Project Managers identifying errors and required corrective action in order to approve file. Maintain compliance work papers to document review of applicant close outs. Review impact of SIROMS system updates on RREM program. Coordinate with CGI testing and approval of system changes impacting the RREM program. Responsible for supervising the RREM close out process. Schedule and review daily work.

#### REQUIREMENTS:

##### EDUCATION:

Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting.

**NOTE:** Possession of a valid certificate as a CPA issued by the New Jersey Board of Accountancy may be substituted for the Bachelor's degree in accounting.

**NOTE:** Applicants who have successfully completed the required twenty-one (21) semester hour credits in accounting but do not possess a Bachelor's degree, may substitute additional experience as indicated on a year-for-year- basis (30 semester hour credits is considered equal to one (1) year of college).

**EXPERIENCE:** Three (3) years of accounting or auditing experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
**HR#0038**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*